



**Montana
CACFP**

**Welcome to the 2013 Director's Training
for the Child and Adult Care Food Program**



FY 2013

Announcements

By Mary Musil

State agency.

The Child and Adult Care Food Program (CACFP) is a program of the US Department of Agriculture, Food and Nutrition Service, Child Nutrition Division. It is administered in each state by a State agency. In Montana, it is the Department of Public Health and Human Services (DPHHS).

The CACFP is located in the Early Childhood Services Bureau. Patricia Butler is the Bureau Chief. Chris Hettinger is the Financial Officer.

Outreach.

The State agency is required to “reach out” to prospective institutions and facilities to invite them to apply CACFP and receive its benefits.

Participation is voluntary.

Participation in the CACFP is voluntary.

*Except for Head Starts. Head Starts are federal programs.
Federal rules require Head Starts to participate in the CACFP*

Current participation:

Montana's Child and Adult Care Food Program currently serves:

- 22 Head Start & Early Head Start Programs (all)
- 44 Non-profit child care centers
- 50 For-profit child care centers
- 10 sponsoring organizations serving 800 day care homes
- 10 at-risk afterschool programs, $\geq 50\%$ F&RP
- 2 outside school hours programs
- 1 adult day care center
- 1 homeless shelter

Annual media release (Public announcement)

In January 2013, the State agency will prepare a 2013 media release and submit it to regional and tribal newspapers. This release will contain the names and addresses of institutions participating in the CACFP in that area. This release will be available on the CACFP website.

Overlapping years.

There are many kinds of years, each of them is 12 months in length.

Your business year ending _____ (2012)

School calendar year ending May 31, 2012 (2012)

State fiscal year ending June 30, 2012 (SFY 2012)

Federal fiscal year ending Sept 30, 2012 (FFY 2012)

Calendar year ending December 31, 2012 (2012)

Training year

This training today applies to the year ahead, **FY13**. CACFP trainings can occur ahead of the year it is intended to cover, but not after it. Mark on your training agendas the year it is intended to cover.

Credit hours	2013	2014 and forward
Director's Trainings	3 hrs.	2 hrs. on-line
Cook's Trainings	4 hrs.	2 hrs. in-kitchen or on-line
Total provided	7 hrs.	4 hrs. and more
Total required in your CACFP contract.	4 hrs.	4 hrs.

***** The CACFP on-line application is ready. *****

The CACFP application software is now available to your institution on-line. Instructions will be provided today and also on available on the CACFP website. Submission, approval and updates to your application will all be on-line.

The State agency will assist all participating institutions to complete their application on-line **by December 31, 2012.**

The application is considered 'permanent.'

CACFP Application & CACFP Contract

For new institutions applying for the CACFP, an application must be completed first, submitted and approved. Then, the State agency offers a contract to the applying institution operate the CACFP program.

After the contract is signed, the application and the contract are tied together. Both of these materials must be present, current and in effect for an institution to operate the program. Both are required, must be current and true and correct, and are enforceable.

Both your CACFP application and your CACFP contract may be requested by reviewers and auditors.

The application and the contract.

The CACFP application is on-line. For institutions without a computer or an internet connection, the State agency will provide a paper application form. To print your application or not, is up to you.

The CACFP contract is not on-line. The contract is a print document, it is named

CONTRACT NUMBER XXXXCACFPXXX or similar.

If your CACFP contract becomes damaged, misplaced or lost, a replacement copy is available by calling the State agency office for the CACFP.

Healthy, Hunger-Free Kids Act (HHFKA) of 2010.

On December 10, 2010, Congress passed this law that reauthorized USDA's child nutrition to 2015. This legislation gave funding to and set policy for USDA's child nutrition programs including the CACFP. Improving child nutrition and ending childhood hunger were two among many provisions of the new law.

A copy of the law is available on the internet and in the Code of Federal Register (CFR).

The CACFP Meal Pattern is for business.

The CACFP Meal Pattern is for the business of food service to children being fed in groups, as in child care. It is a plan for providing foods that meet children's normal nutritional needs.

'My Plate' is for the public. It is for individuals age 2 years and above. 'My Plate' is general guidance for personal health.

USDA provides numerous meal patterns, each pattern has a specific purpose.

A revised CACFP Meal Pattern is coming from USDA.

Information will be given to you as soon as it is available. Plenty of time will be given to make the changes.

Thank you in advance to all directors, food service managers and cooks for their cooperation.

Cook's Training Grants

For **2009, 2010 & 2011**, the Montana Office of Public Instruction applied for USDA Team Nutrition funds and was awarded funds to support CACFP Cook's Trainings.

For **2012 & 2013**, the Montana Department of Public Health and Human Services applied for a one-time-only 2010 Child Care Wellness Grant, and was awarded \$111,034 for CACFP Cook's Trainings.

≥50% of the funds went to Sponsoring Organizations of day care homes for cook's training for providers.

<50% of the funds is for the State agency to provide cook trainings in 18 cities including all Indian Reservations.

For **2014** and forward, food service management trainings will be available on several topics, including cook's trainings.

Annual CACFP Audit Questionnaire and Grant Application Form.

The 2012 questionnaires have all been completed and received. Thank you!

This form is requested to you annually, every April 1st. Directors are required to prepare them and return them to us by June 1st.

Records retention:

Institutions must keep all CACFP records for 3 years + *the current year*.

On Sept 30, 2012, you may destroy all CACFP records up to and including FY'09 ending September 30, 2009, EXCEPT, you must keep on file all records associated with an audit finding that is still open and unresolved. After the audit finding is resolved and closed, then you may destroy those records.

October 1, 2012 begins the new federal fiscal year *FY'13*. On October 1, 2012, you must keep all CACFP records for years '10, '11, '12 and '13.

Who benefits?

The CACFP reimbursements are higher for meals served to enrolled children from low-income households, but the overall benefits of the CACFP are delivered to all enrolled children present.

Directors are responsible.

Directors are fully and finally responsible for their CACFP including everything everywhere—in your office, in your files, in the kitchen, in the food receiving and storage areas, and in the dining room, and even when you are not there.

CACFP reimbursements are public money.

The public holds us to high standards in our use of CACFP funds. These standards may be higher than individuals of the public hold for themselves.

End of announcements.

Thank you.